

EPA Official Record

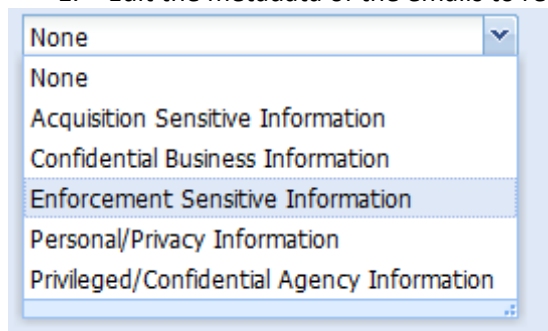
Mail ID: 2093f6f390bc4f5abe5148ab4b05925f
From: Kahlo, Meaghan
To: Fisher, Carla
Copy To: Wells, Mike; Aoyama, Joyce
Delivered Date: 03/19/2014 12:02 PM EDT
Subject: EZ Email Records and FOIA Keywords

Hello Carla,

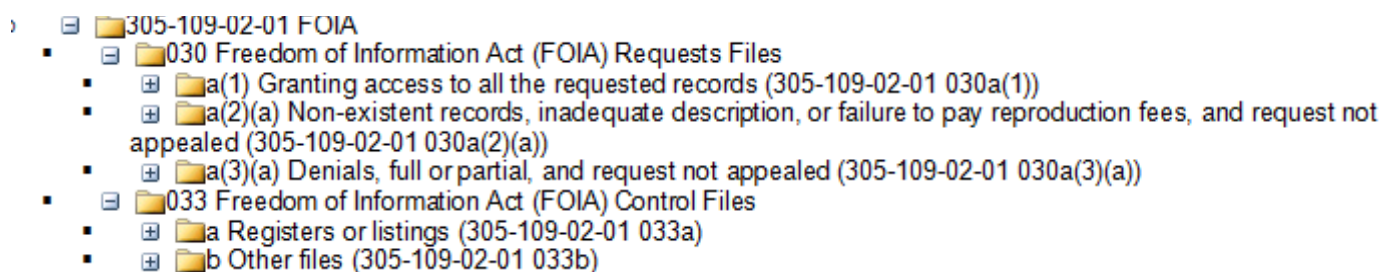
I wanted to follow up with you about the possibilities available for how to handle your FOIA- related email records in EZ.

You have the ability to categorize your email records as EZ Private or EZ Shared and the records are stored in one large OAWT bucket for your unit. Since you have the business need to designate certain emails as FOIA withholding, there are a couple of options for you:

1. Edit the metadata of the emails to reflect one of these privacy levels



2. Add specific keywords to the emails, i.e FOIA Withholding,
3. Move the emails to a specific folder within your unit file plan, possibly FOIA 030 or 033.



These options would have to be done on the backend by me as the ECMS administrator. I would need to know which emails you would like changed/moved once you save them to the repository.

Please let me know if you like any of these options or have more questions.

Thank you.

Meaghan Kahlo
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